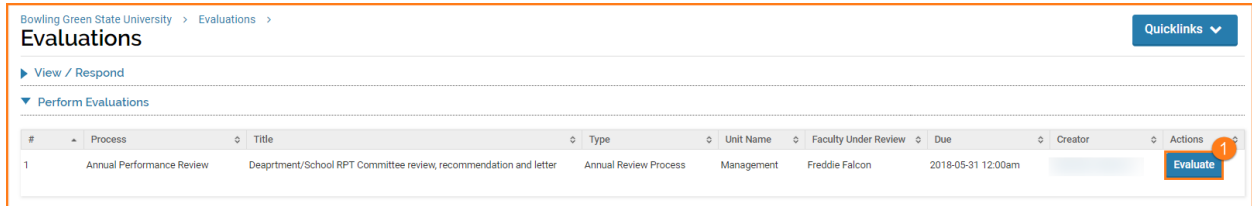


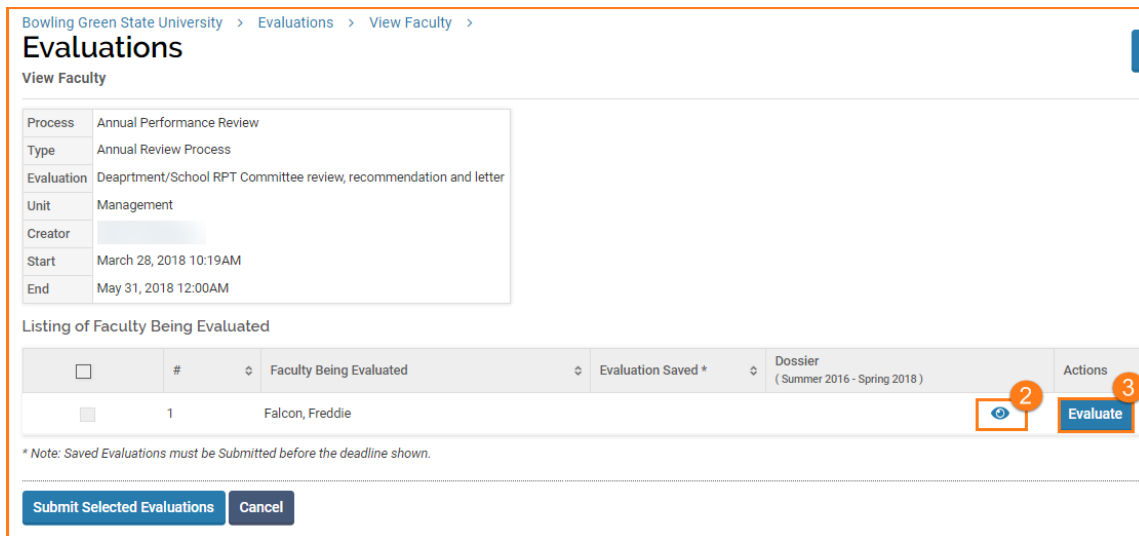
## EVALUATIONS

### Committee Chair Completes Evaluation

Faculty members and administrators can be set up as evaluators in Faculty180 in order to review a candidate's dossier. An evaluator can be a faculty member serving on a tenure/promotion committee or an administrator serving as a chair, dean, or provost responsible for evaluating faculty performance. Evaluators are notified by e-mail when a dossier is available for review. A notification message will display in the Action Items on the Home Page. Reviewers can also access candidate's dossiers in the Evaluations section in the left hand navigation. When an evaluation is submitted or the due date for an evaluation has passed, the link to the evaluation is removed from the



1. Click the **Evaluate** button



2. Click the **View** icon to preview before submitting and close window when finished reviewing.
3. Click the **Evaluate** button when ready to submit.

## Evaluations

Evaluate

**A** Evaluation Details

Evaluation Of	Freddie Falcon
Title	Deaprtment/School RPT Committee review, recommendation and letter
Type	Annual Review Process
Description	-
Evaluation Author	Name Withheld

**B** Input Form

Please attach letter at the bottom of this form.

Recommend*	For <span>4</span>
Signature*	Sharon <span>5</span>
Date*	2018-04-02 <span>6</span>

**C** Standard Evaluation Input 7

Evaluation

Path: p

**i** No attachments uploaded.

Attachment

Choose File Review2018\_...Falcon.docx

Add Another

**8** Save Cancel

- 4. Select **For** or **Against**
- 5. Type **Name**
- 6. Select **Date**
- 7. **Optional:** Type a brief explanation or attach a file
- 8. **Save**

# Faculty180 – Evaluations, Committee Chair Completes Evaluation

- 9. Check the box to select the Faculty Being Evaluated
- 10. Click **Submit Selected Evaluations** – it is NOT submitted until this button is activated

- 11. Click **Submit**

- 12. Click Return to Interfolio (Faculty180) **Home**

Welcome back, Sharon 

### Your Action Items



There are no items assigned to you at this time. Use the navigation menu to the left to navigate to other areas of your account.

13. The **Home** screen shows your Action Item completed!

If you are experiencing issues with logging in, browsers, printing, or some feature of the system is not working properly, contact the TSC at 2-0999. If you have questions about entering your activities or information in the system, which category to use for a specific activity, etc., contact [faculty180@bgsu.edu](mailto:faculty180@bgsu.edu) for assistance.